

Idaho Senate

The Idaho Senate is seeking staff to fill the following skilled positions during the 2008 legislative session, full time January through March. Dependability a must.

- < **Clerical/Secretarial** – Requirements (may be different for different jobs): good word processing skills using WordPerfect, minute taking/transcription, letter/report writing, good proofreading skills, organized and detail oriented, ability to interact with staff/public in pleasant/professional manner, ability to work accurately under pressure.
- < **Mail Room Clerk** – Sorts and delivers mail to House and Senate, files and distributes legislation and journals, and mails information and legislation to state agencies and the general public upon request.
- < **Assistant Sergeant at Arms** – Assists the Senate Sergeant at Arms in general supervision of the Senate Chamber, and with supervising pages, messengers, doorkeepers, and housekeeping personnel. Also assists with purchasing and dispensing supplies.

Salary DOE. Please send résumé, cover letter, and three references to Jeannine Wood, P.O. Box 83720, Boise ID 83720-0081 by November 20. EOE